



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-79

Date: October 22, 2010

14 FAM 520 TRAVEL AUTHORIZATION

Changes

1. 14 FAM 520, Travel Authorization:

- **Subchapter:** Some minor edits;
- **14 FAM 523.1, Policy to Delegate and Authorities:** Titles have been added to the following authorities:
 - (1) GAO Decision B-148087, Payment of a Voucher for Traveling Expenses, 2/21/62;
 - (2) GAO Decision B-223872, Reimbursement for Travel Expenses – Air Ambulance, 11/25/86;
 - (3) GAO Decision B-211490, Termination of Overseas Employment – Transportation of Household Goods to Alternate Destination, 4/10/84; and
 - (4) OMB 93-11, Fiscal Responsibility and Reducing Prerequisites;
- **14 FAM 523.2, Delegation of Authority to Authorize and Approve Travel:** Title added to Delegation 53-I: Delegation of Authority to Sign and Issue U.S.A. Transportation Requests; and
- **14 FAM 523.2-1, State Department:** Travel chargeable to post-held State S&E funds: Chiefs of mission and personnel designated in writing are delegated the authority to approve travel and related expenses properly chargeable to post-held S&E funds including [subparagraph f(1)(e)] emergency and periodic replacements of privately owned motor vehicles; [subparagraph f(2)(c)] shipment of a

foreign-made, foreign-purchased privately owned motor vehicle in accordance with regulations in 14 FAM 615.9; and [subparagraph f(3)(b)] travel chargeable to Washington, DC-held S&E Operating Allowance 6091: emergency or periodic replacement of privately owned motor vehicles.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions appear in *italic* and *dark magenta*. Italic and dark magenta provide a historical record of changes. New or substantially revised subchapters will not appear in italic and dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 520 (CT:LOG-34, 11-27-2006; 17 pages) and replace it with revised subchapter 14 FAM 520 (17 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-79 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)